

## **Istanbul Aydin University**

### **Directive of Consultancy**

**Article 1-** In accordance with the Article 22 subsection (c) of the Higher Education Law no 2547 and Article 20 of the Istanbul Aydin University Bachelor's Degree Regulation , faculty members and lecturers are supposed to consult students.

**Article 2-** An academic advisor is assigned for each student by the Dean/Management of the student. The advisor of the student is not changed unless there is a case of emergency. Should the advisor leaves the university for any reason , he/she is supposed to hand in the file of the student formed according to the Article 3

**Article 3-** Advisors create a file for each student. This file must include the registration information of the student , academic follow-up form, transcript , master form and course registration form which includes the courses students take each semester. Transcript handout must be taken after the note entry and objection periods and before the following semester course registration starts.

**Article 4-** Advisors interviews students they consult in particular days and hours to facilitate them about the issues they need. When there is a change in student's information, advisors updates the information in student's file. Advisors announce the interview hours to students and report the hours to the related Deanery. Advisors must interview students at least once between 5<sup>th</sup> -11<sup>th</sup> weeks.

**Article 5 –** Deans/Managers hold meeting with advisors at least once a month in order to assess consultancy service and resolve the student's problems. The subjects that exceed authority and responsibility are carried to Faculty/Graduate School Board of Directors or University Board of Directors.

**Article 6-** Advisors report students' problems about academic issues to Registrar's Office with Academic Problem Notification Form . Other private issues are first reported to the related deanery. Advisors report students' financial problems and their opinions on these problems to Student's Deanery.

**Article 8-** Consultancy Services provided by the advisors are assessed by the students at the end of every academic year. The results of these assessments are taken into consideration in the Academic Performance Evaluation by the related Dean/Management.

**Effectiveness**

**Article 8-** This directive comes into force as from approved in the senate.

**Implementation**

**ARTICLE 9-** This directive is executed by The Rector of Istanbul Aydin University .

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